

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

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## FINAL DRAFT

### *APRC Rules for Alcohol Use in Parks*

1. The Sale and consumption of malt beverages, wine, and hard cider by the drink for consumption is allowed in a controlled setting, with licensed service (OLCC Permit) within the parks system by a special permit.
2. Only events where an OLCC permit (Licensed Service) is required will be allowed.
  - a. **Licensed Service** is defined as:
    - (1) An event where malt beverages, wine or hard cider will be sold
    - (2) An event where alcohol is available (but not being sold), and the event host is charging or accepting donations of goods for admission, or where payment is required to attend the event.
3. If the applicant fails to obtain an OLCC permit, this permit will be null and void.
4. A copy of the OLCC permit must be presented to APRC staff prior to the permit being issued.
  - a. *All OLCC forms can be found here:*  
[https://www.oregon.gov/olcc/lic/Pages/license\\_form\\_publications.aspx](https://www.oregon.gov/olcc/lic/Pages/license_form_publications.aspx)
5. Applicants must be at least 25 years of age.
6. Special Event and (2) alcohol use applications and a 3) detailed site plan is due at least 60 days prior to the event; no exceptions. We strongly encourage event organizers to begin planning with APRC at least 180 days prior to the event to ensure all requirements are met.
7. All sales and consumption must be within an enclosure as defined by the OLCC and detailed on the APRC Alcohol Use Application.
8. General Liability Insurance is required to consume alcohol on City of Ashland property. If alcohol is being served at an event Liquor Liability Insurance is required as well. Both certificates of insurance (COI) are required in the amount of \$2,000,000 per occurrence and must name City of Ashland as additionally insured.
9. Permit is only valid for the identified purpose and date.
10. Event organizers are required to provide a zero-waste event. All glass containers must be kept within control of the OLCC licensed server.
11. Permit will not be issued for event hours prior to 11am or later than 9pm in conjunction with the established noise ordinance AMC 9.08.170.
12. Permits are issued on a first-come, first-served basis and are dependent on availability of park areas and conflicts with other uses.
13. Preferred locations for special events are Lithia Park Band Shell, Ashland Japanese Garden, North Mountain Park Pavilion and Oak Knoll Golf Course. Other proposed venues shall be reviewed by the Director or designee on a case-by-case basis for appropriate use.

14. The Ashland Parks and Recreation Director or designee shall, in collaboration with Ashland Police and Legal Departments, determine security requirements for events on a case-by-case basis. This includes the approval of private security companies, when necessary.
15. Payment of established fees and charges are required, as provided in the Miscellaneous Fees and Charges Document adopted by the City Council.
16. Fees will be refunded minus administrative costs incurred if the event is not approved.
17. The event is confirmed when all the following have been received and approved by APRC staff within the established timelines and requirements. Those include:
  - The APRC Special Event Permit
  - The APRC Alcohol Use Application
  - General Liability Insurance and Liquor Liability Insurance certificates that name the City of Ashland as additional insureds.
  - Proof of OLCC Permit approval.
  - Permit fee payments in full have been received by APRC.